



National Gambling Board

South Africa

a member of **the dti** group

FINANCE PRACTITIONER
Reference Number: NGB 09/2017

Remuneration Scale: R147,836.94 – R217,409.18 (Total package per annum)

Preference will be given to African Females, Coloureds, Whites and people with disabilities

BRIEF SUMMARY OF THE ACT

The National Gambling Board is established in terms of the National Gambling Act, 2004 (Act 7 of 2004) as amended. It is a schedule 3A Public Entity in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). National Gambling Act makes provision for the coordination of concurrent national and provincial legislative competence over matters relating to (the continued) regulation of gambling activities and also makes provision for the establishment of uniform norms and standards applicable throughout the Republic in certain gambling activities.

STRATEGIC OBJECTIVE

The strategic objectives stated below straddle and apply across all positions within the NGB. Successful incumbents will be required to execute their functions in consideration of the following strategic objectives i.e. Compliance monitoring of all provinces with gambling legislation, Combating of unlicensed gambling activities, Suppression of illegal gambling activities, Effective monitoring of Limited Payout Machines, Establish and maintain national functional registers, Provide research based authoritative advise on gambling, Conduct public awareness, education and responsible gambling campaigns, Financial efficiency and Human resource efficiency, Improved operational and technical efficiency.

PURPOSE

Provide administrative support to finance and procurement staff.

KEY PERFORMANCE AREAS

- Sourcing of quotations;
- Placement of orders with services providers;
- Efficient expediting of outstanding purchase orders;
- Updating of staff on progress made regarding purchase requisitions;
- Assisting staff with NGB procurement processes and help enforce NGB procurement policies;
- Maintenance of the procurement register;
- Ensure proper record keeping;
- Maintenance of the asset register and inventory sheets;
- Performing monthly reconciliations to ensure asset register reconciles to the general ledger;
- Performing, amongst others, regular asset and inventory verifications;
- Capturing transactions in the general ledger and reconciliation of accounts;
- Resolving of revenue-related queries; and
- Performing any other functions as required.

MINIMUM JOB REQUIREMENTS

Qualifications

Three year Degree or National Diploma in Financial Management or/in Accounting.

Experience

At least two (2) years relevant experience in the public sector finance and procurement environment performing similar functions.

Competencies and skills

The appointee must have the following **technical** skills:

- Financial and Supply Chain Management skills; and
- Computer literacy with respect to MS Office packages.

The appointee must have the following **administrative** skills:

- Report writing skills;
- Administrative and organisational skills;
- Confidentiality;
- Ability to prioritise and perform well under pressure;
- Strong communications and interpersonal skills;
- Problem solving skills; and
- Trustworthiness.

The appointee must have, as a minimum, demonstrable knowledge of the following pieces of legislation:

- Knowledge of PFMA and applicable regulations;
- Knowledge of National Gambling Act; and
- Knowledge of National Treasury guidelines and regulations.

The successful applicants' remuneration package will be structured in terms of the NGB's Remuneration Policy, which will include provident fund and medical aid benefits. The NGB subscribes to the principles of Employment Equity and reserves the right to not make an appointment.

The appointee will be required to sign a performance agreement within one (1) month of joining the organisation and this position is subject to a one (1) year probationary period.

To apply for this position, interested applicants are required to complete the NGB employment application form to be obtained from NGB's website www.ngb.org.za, attach a comprehensive CV, copies of qualifications and identity document.

The completed application can be submitted by e-mail recruitment@ngb.org.za, hand delivered to the NGB offices at 420 Witch Hazel Avenue, Eco Glades 2, Block C, Eco Park, Centurion or posted to the Senior Manager: Human Capital Optimisation, Private Bag x 27, Hatfield 0028.

Background verifications, criminal record checks, citizenship check and competency assessment will form part of the selection process. It is the responsibility of candidates with foreign qualifications to have them verified by the South African Qualifications Authority (SAQA). The NGB reserves the right not to make an appointment.

CLOSING DATE: 28 MARCH 2017